

DEPARTMENT OF NATURAL RESOURCES

POSITION DESCRIPTION

November 2018

Working Title: Transaction and Policy Specialist
Classification: REAL ESTATE SPECIALIST - ADV
Work Location: Central Office, Madison, WI

POSITION SUMMARY

This is an advanced level position within the central office real estate program. This position is responsible for the preparation of documents necessary for the approval of all department real estate transactions including acquisitions, sales and as needed conveyed easements and leases. The position requires the highest level of technical real estate training and has primary responsibility for the accuracy and detail of each real estate transaction prior to closing. The position is directly responsible for the accurate and timely preparation of all approval documents required by the Natural Resources Board, the Joint Finance Committee and the Governor and works closely with the Real Estate Section Chief and Facility and Lands Bureau Director on the final preparation of these documents. This position works cooperatively with the real estate GIS staff to insure accuracy and compliance of maps related to the purchase and sale of state lands (fee or easement) and the production of maps that may be required to carry out the day to day duties of the real estate program. This position is responsible for project management and coordinating real estate proposals throughout the master planning process.

In addition, the position will work on and be involved with policy related issues. This will include the drafting of new policy in statute, administrative code, real estate handbook, manual code or any other method that would result in the development, review and finalization of real estate program policy. This work may also require the development of public participation procedures and plans to ensure that all new policy and programs include and receive appropriate public involvement. This position works directly with the Real Estate Section Chief and the Facility and Lands Bureau Director, District Real Estate Supervisors, the Department's real estate attorney and district real estate staff on, updating manual codes, overseeing the revision of real estate forms, statewide training and updating the real estate portion of the Property Managers Handbook.

The person in this position works independently under the direct supervision of the Real Estate Section Chief and will be expected to work closely with the Facility and Lands Bureau Director on all real estate transactions proposed by the department. This person also works closely with both central office and field staff in a team setting and is expected to demonstrate leadership, skill and knowledge of the department's real estate program.

LOCATION, GEOGRAPHIC SCOPE & TRAVEL REQUIREMENTS

The position has statewide responsibility. Travel throughout the state for meetings and consultations will be necessary.

SCOPE OF AUTHORITY:

This position reports to the Real Estate Section Chief and works under general supervision.

RESPONSIBILITIES & ACCOUNTABILITIES

A. (30%) Coordinate the preparation, audit, verification of documents necessary for the approval of all department real estate transactions including acquisitions, sales and as needed conveyed easements and leases.

- A1. Review real estate transaction documentation submitted from the field for technical accuracy and clarity.
- A2. Resolve deficiencies and clarify details with each transaction.
- A3. Coordinate with other section staff to accurately evaluate and understand each transaction.
- A4. Present draft transaction approval documents to appropriate staff and management within the Department.
- A5. Finalize all approved documents.
- A6. Ensure timely routing and review of delegated, NRB item and Stream Bank Easement documents, including overseeing yellow sheets, green sheets and red folder preparation, authentication, accuracy and completeness.
- A7. Evaluate all real estate transactions for technical accuracy.
- A8. Provide technical assistance to conservation partners, non-department customers and department staff and on all matters related to the real estate process and compliance with approval agencies and department within the department and outside the department.
- A9. Ensure compliance with all real estate approval policies and procedures (NRB, JFC, Governor, etc.).

B. (30%) Oversees the coordination and implementation of real estate proposals during the department's master planning process.

- B1. Coordinate and work closely with master planning section staff and master plan teams throughout each master planning process to ensure real estate proposals are explored and documented appropriately.
- B2. Work with other real estate staff to identify areas for planning teams to consider for proposed real estate changes during a master planning process.
- B3. Coordinate, plan and facilitate as needed to present identified real estate considerations to the plan team. Facilitating the decision-making process by the programs to allow them to make informed decisions on real estate proposals.
- B4. Coordinate the proper mapping of real estate proposals with the master planning section staff.
- B5. Create, or coordinate with others to create tables describing real estate changes in the master plan.

- B6. Create written text for the master plan accurately describing each proposed real estate change.
- B7. Coordinate with the master planning section to develop approval documentation to ensure real estate changes can be adopted after NRB approval.
- B8. Complete, and coordinate with other real estate staff to insure post master plan approval real estate changes take place.

C. (25%) Project Management and Special Project assignments as may become necessary in the operations of the real estate section. Often involves forming and leading a team to accomplish assigned goals and tasks.

- C1. Assist with Real Estate Handbook and Property Managers Handbook updates when new policy dictates.
- C2. Lead the Statewide Acquisition Authority property initiative.
- C3. Assist with the development of training, mentoring and recruiting programs and coordinating statewide training and recruiting activities at the direction of the Section Chief, Bureau Director, and Division Administrators.
- C4. Assist with the development of fiscal impact and bill analyses for legislation. Work with program bureaus, legislators, and the legislative liaison in formulating or commenting on legislation.
- C5. Assist with the drafting or review of administrative rules, manual code revisions, and strategic plans.
- C6. Work with program staff to assist in the preparation of legislative reports and other requests.
- C7. Lead and coordinate efforts on special task assignments as may be requested of the real estate section. Assignments can be as varied as real estate land sale initiatives, review of approved real estate forms to policy improvement. These tasks will often line up with carrying out real estate assigned goals and initiatives in any given year.

D. (15%) Real estate policy specialist providing legal comprehensive review and opinions on statewide statutes, policies and procedures, forms, legislation and administrative codes.

- D1. Work directly with real estate attorneys to help guide the real estate section on matters relating to Wisconsin real estate law, including research capabilities and review of state statute, administrative laws, real estate handbook and guidance and general real estate policy and procedures.
- D2. Provide real estate consultation and services to the master planning section, the various grants-in-aid programs that provide cost share assistance for land acquisition and Department land holding programs. This may include realty management, legal description drafting, real estate contract drafting and review and development of grant program policy as it relates to the real estate process.

- D3. This position will provide consultation to internal and external real estate staff and program customers on various federal and state funding programs that support land and easement acquisition.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of Wisconsin real estate law and contract law
2. Knowledge of real estate title, legal descriptions, closing procedures and real estate contracts including but not limited to Offer to Purchase, Option and Exchange Agreements
3. Knowledge of the principles of conservation easements and their valuation
4. Knowledge of computer software programs for word processing, data base management and project tracking
5. Knowledge and understanding of legal descriptions and map interpretation
6. Knowledge of various federal and state funding programs that support land and easement acquisition including the Conservation Reserve Enhancement Program, Wetland Reserve Program, Pittman Robertson and Sport Fish Restoration Programs and the Forest Legacy Program or other similar local, state and federal financial assistance programs
7. Ability to work in and lead teams
8. Skills in effective problem solving
9. Skill in customer service
10. Excellent organizational skills.
11. Skills in communication and group facilitation.
12. Knowledge of Natural Resource Management

Within 6 Months of Appointment:

1. Knowledge of real estate policy laws and rules governing the Department's real estate process. Knowledge of real estate program management and administrative policies and procedures.
2. Knowledge of finance, accounting and records management procedures
3. Knowledge of Federal and State Relocation Laws
4. Knowledge of the relationships and functions of the various resource management disciplines in the Department and other agencies and organizations the Department may work with, such as the US Fish and Wildlife Service, Natural Resources Conservation Service, local governments and non-profit conservation organizations
5. Knowledge of statutory, administrative code and manual code policies of the Department that govern and guide the Department's land acquisition and land sales programs

PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS

Strength requirements for the position are on a continuum:

- Sedentary work (exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently) about 80% of the time during the course of the year.
- Light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) about 20% of the time during the course of the year.
- Physically, the position requires bending at the waist, lifting, and carrying, reaching, handling, fingering, sitting, standing, talking, seeing (clarity of vision at 20 inches or less) and walking on foot over uneven terrain.

- Environmentally, the position is generally situated in an office setting, although field work under extreme weather conditions (temperatures below 10 degrees and above 90 degrees, rain, and snow) is required at times.

Telework:

- The nature of this work requires that the person be stationed in the central office and be present in the office through the entire work week.

DEPARTMENT COMPETENCIES

- **Decision Making:** Able to analyze situations fully and accurately to reach productive decisions. Consults appropriate parties when necessary and identifies the key concerns and/or issues that need to be addressed in order to make the best decision possible, at the correct level of decision hierarchy. The desired outcomes for this competency include excellence and credibility in decision making.
- **Service Excellence:** Makes customer service a top priority and constantly seeks to improve customer service. Is responsive to changes in what customers want and need. Delivers on promises made to customers and follows up appropriately. The desired outcome for this competency is a strong connection to our customers.
- **Effective Communications:** Able to express ideas in a clear, concise and effective manner, whether speaking, or in writing. Uses correct grammar and sentence structure in communications. Is a good listener, even when differing viewpoints are being expressed. Is skilled at customer relations and problem solving compromise. Maintains high priority work ethic on public responsiveness and conclusions to customer questions and concerns. Openly shares information and keeps all relevant parties updated. The desired outcome for this competency is strategic unity built on trust.
- **Interpersonal Relationships:** Builds and maintains effective working relationships with others both internally and outside the organization; takes a positive and productive approach to resolving any conflicts which may arise. Exemplifies the commitment to the DNR's core value of respect; to work with people, to understand each other's views and to carry out the public will, maintain integrity, and treat everyone with fairness, compassion and dignity. The desired outcome of this competency is a shared mind set and pool of meaning.
- **Leadership:** Fosters and encourages support from his/her team to accomplish objectives, follow procedures, and accepts suggestions; inspires confidence and respect; motivates people to achieve agency goals and objectives; promotes respect, honesty, integrity, and fairness to all. Enforces standards/rules fairly and consistently and leads with courage and a positive attitude. The desired outcomes for this competency are accountability through ownership of the work, staff alignment with agency direction, retention of key employees, and full engagement of all employees.